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***Space, Missile, Command, and Control***

***FLIGHTLINE DRIVING PROGRAM (PA)***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance for vehicle and personnel operations at Scott AFB and the portion of MidAmerica Airport that is considered part of the Airport Operating Area (AOA). Procedures established in this instruction apply to personnel assigned to the 375th Airlift Wing (AW), 126th Air Refueling Wing (ARW), other units assigned to Scott AFB, and to personnel who transit Scott AFB in a temporary duty (TDY) status; complies with requirements established in Air Force Instruction (AFI) 13-213, *Airfield Management*, Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheel Vehicle Driver*, Chapter 25, and Air Force Occupational, Safety, and Health (AFOSHSTD) 91-100, *Aircraft Flightline Ground Operations and Activities*, Chapter 6. This directive is required in accordance with AFI 13-213, *Airfield Management*, AMC Supplement 1, paragraph 4.3.3.

This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain records prescribed in the instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AFPC applies.

***SUMMARY OF REVISIONS***

**This instruction is a new document and has substantially revised Chapter 6 of SAFBI 13-201 and must be completely reviewed. This is a joint publication.**

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## Chapter 1

### RESPONSIBILITIES

#### 1.1. Unit Commander.

- 1.1.1. Appoints a primary and alternate unit Flightline Driving Program Manager (FDPM) in writing to conduct training for their personnel when duties require operating a vehicle on the flightline (see [Attachment 12](#)). Forward a copy of the appointment letter to 375 OSS/OSAA.
- 1.1.2. Certifies that personnel are qualified to drive on the flightline (see [Attachment 8](#) of this instruction). Authority may be delegated in writing to the unit FDPM.
- 1.1.3. Limits the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.
- 1.1.4. The 126 ARW Commander or designated representative is the approval authority for requests to operate government vehicles on the Illinois Air National Guard (ILANG) Ramp.
- 1.1.5. Upon suspension/revocation of a unit member's base driving privileges, suspends/revokes the member's flightline driving authorization and notifies the FDPM and Chief, Airfield Management (CAM), in writing. Requests for reinstatement must be processed in accordance with (IAW) paragraph [1.1.2.](#) of this instruction.

#### 1.2. 375 OSS/OSAA Airfield Management (AM).

- 1.2.1. Designated as the agent for the host installation commander and the only approval authority for requests to operate government and privately owned vehicles on the Scott AFB airfield.
- 1.2.2. Develops a local Flightline Driver's Familiarization Program and provides it to unit FDPMS.
- 1.2.3. Trains unit FDPMS on flightline driving requirements and provides local Flightline Driver's Familiarization Program.
- 1.2.4. Interviews all prospective candidates on their knowledge of flightline vehicle operations and provides an oral quiz on general runway, taxiway, and ramp vehicle operating procedures.
- 1.2.5. Develops a base flightline driving program directive.
- 1.2.6. Forwards updated lists of the Scott AFB Flightline POV Control Caps to the 375th Security Forces Squadron (SFS) Installation Security Constable.

#### 1.3. Unit Flightline Driving Program Manager (FDPM).

- 1.3.1. Must be trained and certified to drive on the flightline by AM.
- 1.3.2. Administers their unit Flightline Driver Training Program IAW this instruction; provides control tower light gun signal recognition training, classroom training, practical flightline driving procedures for day and night, a driving test (check ride) and a flightline driving written test.
- 1.3.3. Maintains records, forms and a listing of all unit personnel authorized to drive on the flightline; reviews and updates this listing at least quarterly and forwards a copy to 375 OSS/OSAA.

#### 1.4. 375 AW and 126 ARW Chiefs of Safety.

1.4.1. Monitors the safety aspects of this instruction and airfield activities. The 126 ARW Chief of Safety monitors all aspects of safety on the ILANG Ramp.

1.4.2. Coordinates on this instruction to ensure all safety requirements are addressed.

**1.5. 375 SFS and 126 SFS.**

1.5.1. Monitors flightline security operations and reports personnel who violate this directive. Anyone observing a safety violation (i.e., seatbelt unfastened, speeding, etc.) should immediately correct the violation and report the incident to the offender's supervisor, appropriate Security Forces or AM.

1.5.2. The 375 SFS patrols all portions of the Scott AFB flightline except the 126 ARW Ramp. The 126 SFS performs these duties on the ILANG Ramp.

1.5.3. Maintains current lists of authorized Scott AFB Flightline POV Passes.

## Chapter 2

### VEHICLE PROCEDURES AND STANDARDS

#### 2.1. Vehicle Operations on Scott AFB Flightline.

2.1.1. All personnel driving on the flightline will receive training, a briefing or an escort prior to entry on to the flightline. The sponsoring agency (e.g., Fire Department, Contracting, Civil Engineering, etc.) will provide a flightline-qualified escort for personnel working on the airfield. Personnel acting as an escort must be authorized/certified to drive on the flightline.

2.1.2. Responsibility for operation of any vehicle on the airfield rests with the operator. The vehicle operator is responsible for ensuring all occupants have their seat belts fastened when the vehicle is in operation.

2.1.3. Vehicles authorized on the ramp will enter the flightline via paved entrances at appropriate Entry Control Points (ECP). See [Attachment 4](#) of this instruction for ECP locations.

#### 2.2. Procedures for Operating a Vehicle in the Controlled Movement Area (CMA).

2.2.1. Only government-owned or official MidAmerica Airport vehicles used in the performance of official duties are authorized on the CMA (see [Attachment 2](#) of this instruction). In order to operate a vehicle on the CMA, the driver must have flightline driving authorization (AF Form 483, **Certificate of Competency**) and an open Area "CC" shown on AF Form 1199, **Air Force Entry Control Card**. An open Area "4" is required on AF Form 1199 for personnel access to the flightline.

2.2.1.1. MidAmerica Airport (MAA) personnel operating on the Scott AFB CMA must have a valid driver's permit issued by the Public Safety Office.

2.2.2. Vehicles operating on the CMA must receive approval from the Scott AFB Air Traffic Control Tower (ATCT) prior to entry, and maintain radio contact with the ATCT while on the CMA.

2.2.3. Recall of vehicles and personnel from the runway. Two-way radio contact is the primary method used to recall vehicles and personnel from both runways. The ATCT may turn the runway edge light intensity UP and DOWN rapidly several times as an alternate or secondary method of recalling personnel and vehicles from the runway. All vehicles will immediately vacate the runway when instructed to by the ATCT or when the ATCT turns the runway edge light intensity UP and DOWN rapidly several times. Report off the runway and stay off until allowed to reenter by the ATCT.

2.2.4. When leaving the runway area, the escorting individual will advise the ATCT, as appropriate, when the runway and CMA are free of FOD, personnel, and equipment.

2.2.5. One individual may act as an escort for two or more vehicles or personnel that are together on or within 250 feet of each other.

2.2.6. Vehicles operating on the CMA must have an operational roof-mounted beacon or rotating light that is amber, red or blue in color.

2.2.7. Emergency response vehicle lights (red or blue) must not be operated while on the main ramp areas, unless required in performance of normal emergency response duties. This response will prevent personnel from taking action under the assumption of an actual emergency.

2.2.8. Airfield support or maintenance vehicles with an operational amber beacon (i.e., the AM vehicle, airfield lighting, sweeper, transient alert, etc.) must use it anytime they are operating on any portion of the airfield.

### 2.3. Procedures for Proper Radio Terminology/Phraseology and Discipline.

2.3.1. The phrase “clear” must not be used by personnel operating vehicles on the airfield. Instead, state you are “off the runway” or “requesting access/entry onto the runway” when telling the ATCT that you are off or want to get on the runway.

2.3.2. Vehicles operating on the airfield will be assigned call signs. Vehicular call signs are approved by Airfield Management to ensure duplicate call signs are not used.

2.3.3. Correct use of the radio is extremely important. All vehicle operators **must** be in radio contact with the ATCT whenever they are on the CMA. Everyone must communicate in the same manner to avoid confusion. Correct and incorrect radio usage is described below:

2.3.3.1. Incorrect language includes “10” codes. Phrases like “10-4” are no longer used on airports. Plain language is required. Instead of “10-4” say, “I copy” or “I understand.” Incorrect language includes “Good Buddy” CB radio-type talk. This terminology is not professional and results in confusion. Avoid using personal names such as Kathy, Jim, Jones or Smith; there are too many people with the same or similar names. See [Attachment 11](#) of this instruction for the International Phonetic Alphabet and [Attachment 6](#) of this instruction for Parking Location Identification Numbers.

2.3.3.2. Correct language is short and direct that is clear and descriptive. Leaves no room for confusion or error. The following is an example of correct radio language on the airfield.

2.3.3.3. Example, Tiger (Airfield Management) needs access to a runway to complete an airfield inspection. The following is an example of a typical conversation:

Tiger -- (Initial contact) **“Scott Tower this is Tiger.”**

Tower -- (Acknowledgement that the ATCT is listening) **“Tiger, this is Scott Tower.”**

Tiger -- (Request to proceed. It should always include where you are and where you want to go.) **“Scott Tower, Tiger is at Taxiway Golf and requests access onto Runway 32 Left to conduct a runway inspection, estimated time on the runway is 15 minutes.”**

Tower -- (Tower gives instructions based on traffic and request.) **“Tiger runway access is approved on Runway 32 Left. Report when off the runway.”**

Tiger -- (Read back instruction verbatim before taking any action and allow time for correction if misinterpreted.) **“Tiger understands runway access is approved on Runway 32 Left. Will report when off.”**

Tiger proceeds onto the Runway and conducts the inspection.

The following is an example of a typical conversation:

Tiger -- (Initial contact.) **“Scott Tower, this is Tiger.”**

Tower -- (Acknowledgement that the tower is listening.) **“Tiger, this is Scott Tower.”**

Tiger -- (Request to proceed. It should always include where you are and where you want to go.) **“Scott Tower, Tiger is reporting off Runway 32 Left at Taxiway Echo. I am ready to go back to the military ramp.”**

Tower -- (Tower gives instructions based on traffic and request.) **“Copy Tiger, remain off the runway and proceed to the ramp.”**

Tiger -- (Read back instruction verbatim before taking any action and allow time for corrections if misinterpreted.) **“Tiger understands. Will remain off the runway and proceed to the ramp.”**

The ATCT may instruct you to **“Hold Short”** of the runway, taxiways or other specific landmark location. This guidance means to proceed as instructed but hold your position when arriving at the location given to **hold short of** and do not move until given permission past that location. The ATCT will let you know when it is safe to proceed. If there is a question about what to do, ask the ATCT again.

2.3.3.4. Two-way radio communication is the primary way to communicate with the ATCT and is critical to flight safety. If at any time the radio communication with the ATCT is lost and you are in the vicinity of a runway, immediately leave the environment at the first paved exit and depart the CMA if practical. While in the process of exiting the runway/CMA attempt to re-establish communications with ATCT (this means you should be looking for light-gun signals while trying to talk on the radio). **NOTE: DO NOT ENTER OR CROSS ANY RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.**

## **2.4. Control Tower Light Gun Signal.**

2.4.1. Drivers must abide by ATCT's light gun signals. Decals that depict light-gun signals and their meanings are required in all vehicles operating on the CMA. Decals are available from AM, Building 433, Room 125.



2.4.2. Light Gun Signals are as follow:

STEADY GREEN	Cleared to Cross, Proceed or Go
FLASHING GREEN	Not Applicable
STEADY RED	STOP, DO NOT MOVE THE VEHICLE
FLASHING RED	Clear the Runway/Taxiway
FLASHING WHITE	Return to Starting Point on Airport
ALTERNATING RED/GREEN	Exercise Extreme Caution

## 2.5. Procedures for Determining if an Individual Can Distinguish Between Red, Green, White, Yellow, and Blue.

2.5.1. Personnel training for flightline driving must have their Color Vision tested by the Base Hospital Optometry Flight. Optometry personnel will stamp the individual's Flightline Driving Training and Certification letter in the appropriate block.

2.5.2. Prospective flightline drivers must be able to distinguish between the colors red, green, white, yellow, and blue.

2.5.3. Personnel who fail the Color Vision Test and cannot distinguish between the required colors may be issued a flightline certificate that restricts vehicle operations to the ramps and aprons only. Vehicle operators who cannot distinguish between the colors listed above **will not** be authorized to operate a vehicle on taxiways or runways.

**EXCEPTION TO TESTING:** Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code are exempt from color vision testing portion of the flightline drivers program provided previous test results indicate the member can distinguish appropriate colors. Individual must provide official documentation of test results from wing or medical facility when submitting a request for a driver's permit.

**2.6. Airfield Signs and Markings.** Signs and markings are standard and meet all criteria required by the Air Force and the Federal Aviation Administration.

## 2.7. Vehicle Speed Limits.

2.7.1. Maximum speed limits for Scott/MAA are:

2.7.2. Runways: There are no posted speed limits on runways; however, vehicles on the runways will travel at speeds that are safe and prudent for conditions.

2.7.3. Taxiways – **30 MPH NOTE.**

2.7.4. Aircraft parking ramps or apron for general-purpose vehicles (sedans, vans, station wagons, buses, etc.) – **15 MPH.**

2.7.5. Special-purpose vehicles (tugs, tractors, refueling, and stair trucks, etc.) – **10 MPH.**

2.7.6. Vehicles operating within 25 feet of an aircraft – **5 MPH.**

2.7.7. Frontage Road – **15 MPH.**

2.7.8. Towed aircraft – **5 MPH.**

2.7.9. Maximum towing speed for aerospace ground equipment (i.e., compressors, ground power units, oxygen carts, etc.) – **15 MPH.**

## **2.8. Procedures for Operating a Vehicle in the Vicinity of Aircraft.**

2.8.1. No vehicle will be left unattended or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are in operation or about to be started. **NOTE:** An aircraft's anti-collision light must be operating whenever the aircraft is about to move or start engines.

2.8.2. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction so as to approach with the driver's side toward the aircraft.

2.8.3. Vehicles will not be driven within 10 feet of a parked aircraft, unless the vehicle is required for ground servicing. The delivery of coffee, meals, etc., **does not qualify** and will be operated IAW AFJ-MAN 24-306, Chapter 25, and applicable technical orders.

2.8.4. Under no circumstance will a vehicle hold in front of or drive into the path of an aircraft except "guide" or "follow me" vehicles. No vehicles will be driven between the aircraft and the "follow me" guide.

## **2.9. Parking and Chocking Requirements.**

2.9.1. Extreme caution must be used during backing operations around aircraft. Vehicles that must back up to an aircraft must have chocks in position and a spotter or marshalling assistance during the entire maneuver.

2.9.2. Vehicles will park in a manner to eliminate the possibility of striking an aircraft if it inadvertently rolls backward or forward. Vehicles will park so that departure from the area can be made without backing. Servicing vehicles (i.e., Fleet Service, ambus, fuel truck, etc., due to their design or particular operation) are required to park perpendicular to the aircraft and therefore are exempt.

2.9.3. The driver must perform the following steps when exiting the vehicle:

2.9.3.1. Turn off the ignition, set the brakes, and place the gear lever in reverse. Use park if the vehicle has an automatic transmission.

2.9.3.2. Use chocks to secure all vehicles and wheeled equipment that do not have an integral braking system when they are left unattended on the aircraft-parking ramp.

2.9.4. Aircraft must be chocked and their engines shut down on the appropriate side before stair trucks or boarding ramps are positioned.

2.9.5. Vehicles will not park east of the Frontage Road (on the ramp) with the driver's seat vacated, unless they are parked by an aircraft and paragraph 2.9.2. of this instruction is complied with.

2.9.6. Vehicles parked within 10 feet of any aircraft will have one rear wheel chocked fore and aft, and parking brake will be applied. Chocks will be used to secure all vehicles and wheeled equipment that does not have or use an integral braking system.

## **2.10. Lateral Distance Requirements for Mobile Obstacles.**

2.10.1. The lateral clearance distance from taxiway centerline to fixed or mobile obstacles is 200 feet. No vehicles or fixed objects will be parked and left unattended within 200 feet of the taxiway centerline without an AMC MAJCOM-approved waiver.

2.10.2. The lateral clearance distance from the edge of all ramps and aprons to a fixed or mobile obstacle is 50 feet.

## **2.11. Foreign Object Damage (FOD) Control/Prevention.**

2.11.1. Vehicles must come to a complete stop before entering the flightline. The vehicle operator will exit the vehicle and perform a thorough FOD check before proceeding onto the flightline. Loose stones, grass, and other potentially damaging FOD items will be removed from the vehicle and deposited in a suitable container for disposal. Yield to aircraft and vehicles on the ramp before entering the flightline.

2.11.2. Vehicles entering the flightline at the Maintenance Complex (Building 450) should perform FOD checks at the southeast corner of the building. Vehicles are not required to perform FOD checks when entering the ramp from the Frontage Road by the AGE Equipment Storage Area, Fuel Truck Yard or the Main Fire/Crash Station.

2.11.3. Vehicles, except emergency vehicles responding to emergencies, will not enter the ramp from an unpaved area.

2.11.4. Vehicle operators who must drive off the paved surface must complete a vehicle FOD check before driving back onto the runway, taxiway or ramp. The vehicle returning to the paved surface must pull onto and stop at the extreme edge of the paved surface so that all four wheels are on the pavement. Get out of the vehicle and check for FOD, rocks, dirt, etc. that may be on the tires, undercarriage or wheel wells. Remove as much of the FOD as possible.

2.11.5. After removing FOD slowly drive along the extreme shoulder until you are reasonably sure all loose FOD has been removed from vehicle and tires. Stop and check the vehicle for FOD again. Remove and dispose of any remaining FOD.

2.11.6. Exit the flightline via the shortest authorized route and immediately report the area where you drove back onto the hard surface and route taken to exit the flightline to Airfield Management via 256-1861. They will inspect the area for FOD and contact a sweeper to sweep the area if necessary.

## **2.12. Restricted Visibility or Night Operations.** If visibility is less than 100 feet, privately owned vehicles (POV) and flightline vehicles (except emergency vehicles) will not be operated on the flightline.

2.12.1. Vehicles operators will yield right of way to taxiing or towing aircraft.

2.12.2. During night operations, vehicles facing a taxiing aircraft must turn off their headlights and turn on hazard lights until the aircraft passes. Vehicles with daytime running headlights will park in a safe location with ignition off, parking brake set and emergency flashers on until the aircraft passes.

### **2.13. Restriction for Operating Motorcycles, Mopeds, Scooters, Bicycles, and Other Vehicles.**

2.13.1. Privately owned bicycles, mopeds, motorcycles, three-wheeled vehicles and motor homes are not authorized on the Scott AFB flightline.

2.13.2. Government-owned bicycles and four-wheelers used in the course of official government business may only operate on the ramp (not taxiways or runways), provided all safety requirements are met (i.e., reflectors worn, helmet, etc.).

2.13.3. Government-owned electric or gas-powered golf carts are authorized on the ramps and aprons, but not on taxiways or runways. Operators on these vehicles must be certified to drive on the flightline.

### **2.14. Unique Unit Requirements/Operations and Local Restrictions.**

2.14.1. An Instrument Hold Line is located on Taxiway Hotel (see [Attachment 3](#) of this instruction). This line is used to protect instrument landings systems from inadvertent signal degradation during periods of low clouds or reduced visibility. If the ATCT tells you that the ILS Critical Area protection is in effect or tells you to hold at the Instrument Hold Line due to weather, you must treat this line as the runway hold line until you are told to proceed or the ILS Critical Area protection is no longer in effect.

**2.15. Procedures for Use of Perimeter Roads, In-field, Intermediate, Perpendicular or Other Roads.** In this instruction, Frontage Road is considered part of the flightline. Normal vehicular traffic on the main ramp will use the Frontage Road. Enter and exit the controlled area only through authorized ECPs.

**2.16. Limit Vehicle Traffic Crossing Runways.** The runways will not be used as a throughway for convenience to get from one side of the airfield to another. Vehicles will use Golf Course Road or South Drive.

**2.17. Control Tower or Vehicle Radio Problems and Blind Spots.** Currently, there are no known radio blind spots on the airfield. If radio problems exist, exit all runways and taxiways and contact the ATCT via telephone at 256-4164 or AM at 256-1861.

### **2.18. Emergency Vehicle Operations.**

2.18.1. Emergency vehicles responding to an emergency will respond in a safe manner that is consistent with the emergency and must request ATCT approval before entering the CMA.

2.18.2. When vehicles are not responding to an emergency, emergency response vehicles will conform to speed limits established in this instruction. The safe, prudent speed limit for the runways and taxiways will be consistent with conditions and equipment being operated.

## Chapter 3

### REPORTING, ENFORCING, AND VIOLATION CONSEQUENCE

#### 3.1. Procedures For Revoking/Reissuing AF Form 483, Certificate of Competency.

3.1.1. Agencies associated with flightline operations will enforce flightline vehicle traffic rules.

3.1.2. Unit Commanders, FDPMs, and AM personnel have the authority to revoke flightline-driving privileges. Runway intrusions/incursions or CMA violations will result in an automatic 30-day flightline driving privilege suspension. After the 30-day suspension period, reinstatement of flightline driving privileges requires complete retraining and a letter of reinstatement from the individual's squadron or group commander.

**3.2. Runway Intrusions.** A runway intrusion is a CMA violation that is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft regardless of impact on aircraft safety. Aircraft, vehicles, pedestrians or communication errors may cause these incidents.

**3.3. Control Movement Area (CMA) Violations.** The CMA violations, including Hazardous Air Traffic Reports (HATR), regardless of impact on flight safety, must be documented in the Airfield Operations Board (AOB) minutes. Units must provide specific information (who, what, when, where and how) for trend analysis.

3.3.1. The AM will notify the individual's unit FDPM and commander of all circumstances leading to the revocation of flightline driving privileges.

3.3.2. The 126 ARW/CC reserves the right to withdraw or reinstate 126 ARW-issued driving privileges for vehicle operators who violate vehicle operating procedures on the ILANG Ramp.

## Chapter 4

### TRAINING

#### 4.1. Procedures for Obtaining a Flightline Driving Certificate.

4.1.1. Operators must possess a valid state driver's license and a current AF Form 483 stamped "SCOTT AFB FLIGHTLINE AUTHORIZED" to operate a vehicle on Scott/MAA. This statement indicates proper flightline driver's training for the unit FDPM was accomplished at Scott AFB and the training certified by AM. The operator must possess AF Form 1199 with an open Area "4" and "CC" displayed IAW with paragraph 2.2.1. of this instruction.

4.1.2. Squadron and support organizational commanders will review the individual's AF Form 110, **Individual Incident Record**, and AF Form 1313, **Driving Record**, (located at 375 SFS) to determine the member's qualifications before permitting he/she to operate a vehicle on the flightline.

4.1.3. The individual must have received training for the specific equipment he/she operates, be thoroughly familiar with equipment operating directives (this instruction) and demonstrate a need to operate the vehicle on the flightline.

4.1.4. The 375 OSS/OSAA management personnel are the only ones authorized to stamp "SCOTT AFB FLIGHTLINE QUALIFIED" on AF Forms 483. Temporary duty personnel and contractors will comply with the requirements that are listed in **Attachment 7** of this instruction.

4.1.5. The 126 ARW assigned personnel authorized to operate motor vehicles on the 126 ARW Ramp must have "ILANG FLIGHTLINE QUALIFIED" stamped on AF Forms 483. This statement indicates that ILANG Flightline Drivers Training was accomplished by the 126 OG/OSF FDPM and gives permission for the operator to only operate vehicles on the 126 ARW Ramp.

4.1.6. Scott AFB personnel not assigned to the 126 ARW, who are required to operate a vehicle on the 126 ARW Ramp, must contact the 126 ARW OG/OSF at 222-4275 for training. When training is complete, the individual will be issued AF Form 483 stamped "ILANG FLIGHTLINE QUALIFIED."

#### 4.2. Training Criteria. As a minimum, training will consist of the following:

4.2.1. Review of this instruction, AFJMAN 24-306, Chapter 25, and AFOSHSTD 91-100, Chapter 6.

4.2.2. ATCT Light Gun Signals. This will consist of the trainer taking the trainee on the airfield and requesting the control tower, via radio, to conduct a light-gun test. Trainee will call the colors and explain the meaning of each to the trainer.

4.2.3. Thorough daytime/nighttime practical driving experience in vehicles that may be used during the course of official business. **NOTE:** Practical driving experience consists of the trainee operating a motor vehicle on the flightline under the supervision of a licensed instructor. Vehicle operators performing on-the-job training for flightline duties will not operate a vehicle within 50 feet of an aircraft.

4.2.3.1. A day and night airfield orientation, to include showing the trainee runway hold-line locations, runway and taxiway access, crossing procedures, ECP locations, entry/exit procedures, and runway/taxiway designations must be completed.

4.2.3.2. Completion of the Flightline Driving Computer Based Training (CBT), Version 1.2, developed by HQ ACC/DORO.

4.2.4. Documentation of training completion on the Flightline Driving Training and Certification Letter (see [Attachment 9](#) of this instruction).

### 4.3. Testing Requirements.

4.3.1. Trainees must take a 20-question closed book test that is developed and maintained by AM. Individuals must score 90 percent or higher to pass the written test. Missed questions will be corrected and fully explained to the trainee. Individuals who fail the test (less than 90 percent correct) must wait 24 hours before retesting.

4.3.2. After an individual is trained/tested on flightline operations, the Unit Program Manager/Instructor will complete the Certification of Flightline Driver's Training Form Letter. The individual being licensed must take a partially completed AF Form 483 and the training letter to the AM office, Building 433, Hangar One (flightline side), Room 125. **NOTE:** AM is located in a controlled area. Personnel must have a valid AF Form 1199 (Line Badge) with Area 4 open or be escorted.

4.3.3. Airfield Management will interview all prospective licensees on their knowledge of flightline vehicle operations and provide an oral quiz on general runway, taxiway and ramp vehicle operating procedures.

### 4.4. Quality Control.

4.4.1. Monitor Compliance. Airfield Management will monitor unit flightline driver training programs for effectiveness and conduct spot checks to ensure compliance with flightline driving procedures. Airfield Management will monitor radios for proper radio terminology/phraseology and discipline.

4.4.2. Annual Inspection of Unit Flightline Driving Program. Airfield Management will conduct annual quality evaluations on each unit's Flightline Driving Program. [Attachment 10](#) of this instruction is the evaluation checklist used to evaluate unit flightline driving programs.

## Chapter 5

### TDY AND CONTRACTOR PERSONNEL

**5.1. Permanently Assigned Contractor Personnel.** Must be trained to operate on the flightline and escorted by the unit representing them. Training must be coordinated and documented IAW [Attachment 7](#) of this instruction.

**5.2. TDY Military Personnel.** Temporary duty personnel requiring flightline driving authorization must complete [Attachment 7](#) of this instruction through their sponsoring unit's FDPM.

**5.3. Distinguished Visitor Greeters.**

5.3.1. The DV greeters will receive Flightline Vehicle Operations Training from their Unit FDPM prior to operating on the flightline.

5.3.2. The DV greeters must park their POV in the slot appropriate for the DV or the one slot dedicated to a government vehicle.



## Chapter 6

### PRIVATELY OWNED VEHICLE (POV) FLIGHTLINE CONTROL CAPS

#### 6.1. Procedures for Issuing POV Control Caps.

6.1.1. Privately owned vehicles on the flightline are highly discouraged and will be restricted to an absolute minimum. No POVs are authorized to operate in the CMA.

6.1.2. Military and DOD employees assigned to Scott AFB, who must operate their privately owned vehicles on the Scott Ramp, will submit written justification along with the request for a Flightline POV Pass to 375 OSS/OSAA, 433 Hangar Rd, Scott AFB IL 62225 (see [Attachment 7](#) of this instruction).

6.1.3. Personnel requesting a flightline POV pass must be certified to drive on the flightline. See your FDPM for training.

6.1.4. Numbered and color-coded control caps are used as Flightline POV Passes. These control caps are issued/used to control and readily identify authorized POVs on the Scott AFB flightline. Government vehicles do not require and will not display a control cap.

6.1.4.1. Control Caps have a unique number that is assigned to a specific vehicle and may not be used for any other vehicle. If the POV is sold or transferred to another individual, the control cap must be returned to AM. The responsibility for security and safekeeping of the control caps lies with the control-cap holder.

## Chapter 7

### FORMS

**7.1. Adopted Forms:** AF Form 483, **Certificate of Competency**, AF Form 1101, **Individual Incident Record**, AF Form 1199, **Air Force Entry Control Card**, AF Form 1313, **Driving Record**, FAA Form 5280-7, **Airfield Visual Aid Safety Placard**.

BARBARA J. FAULKENBERRY, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-213, *Airfield Management*

AFJMAN 24-306, *Manual for the Wheel Vehicle Driver*

AFOSHSTD 91-100, *Aircraft Flightline Ground Operations and Activities*

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AFJMAN**—Air Force Joint Manual

**AFOSH**—Air Force Occupational, Safety, and Health

**AM**—Airfield Management

**AOA**—Airport Operating Area

**AOB**—Airfield Operations Board

**ARW**—Air Refueling Wing

**ATCT**—Air Traffic Control Tower

**AW**—Airlift Wing

**CAM**—Chief, Airfield Management

**CMA**—Controlled Movement Area

**DOD**—Department of Defense

**DV**—Distinguished Visitor

**ECP**—Entry Control Point

**FDPM**—Flightline Driving Program Manager

**FOD**—Foreign Object Damage

**HATR**—Hazardous Air Traffic Report

**IAW**—In Accordance With

**ILANG**—Illinois Air National Guard

**MAA**—MidAmerica Airport

**OG**—Operations Group

**OSS**—Operations Support Squadron

**POV**—Privately Owned Vehicle

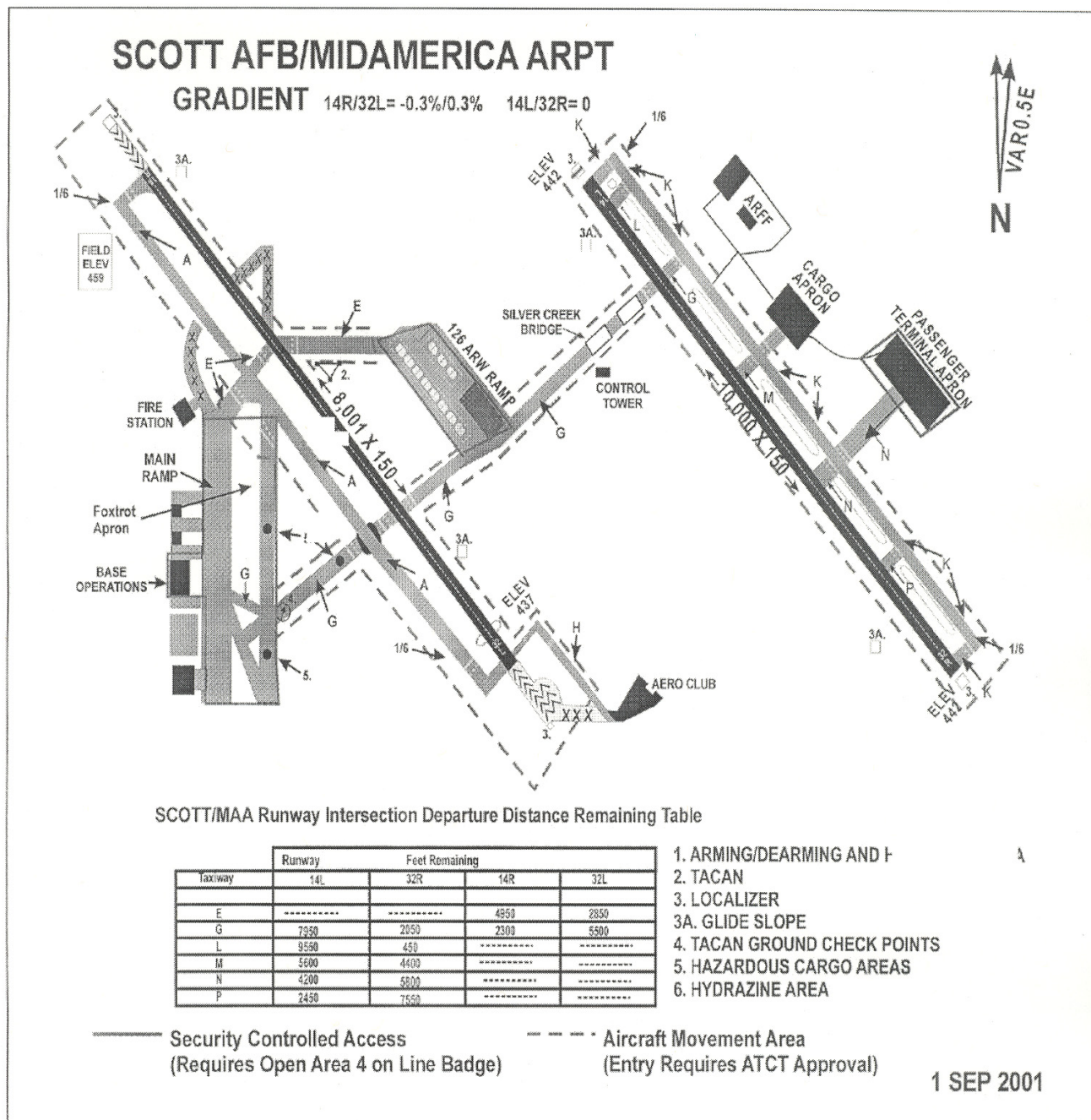
**SFS**—Security Forces Squadron

**TDY**—Temporary Duty

## Attachment 2

## AIRFIELD DIAGRAM AND AIRPORT OPERATING AREA

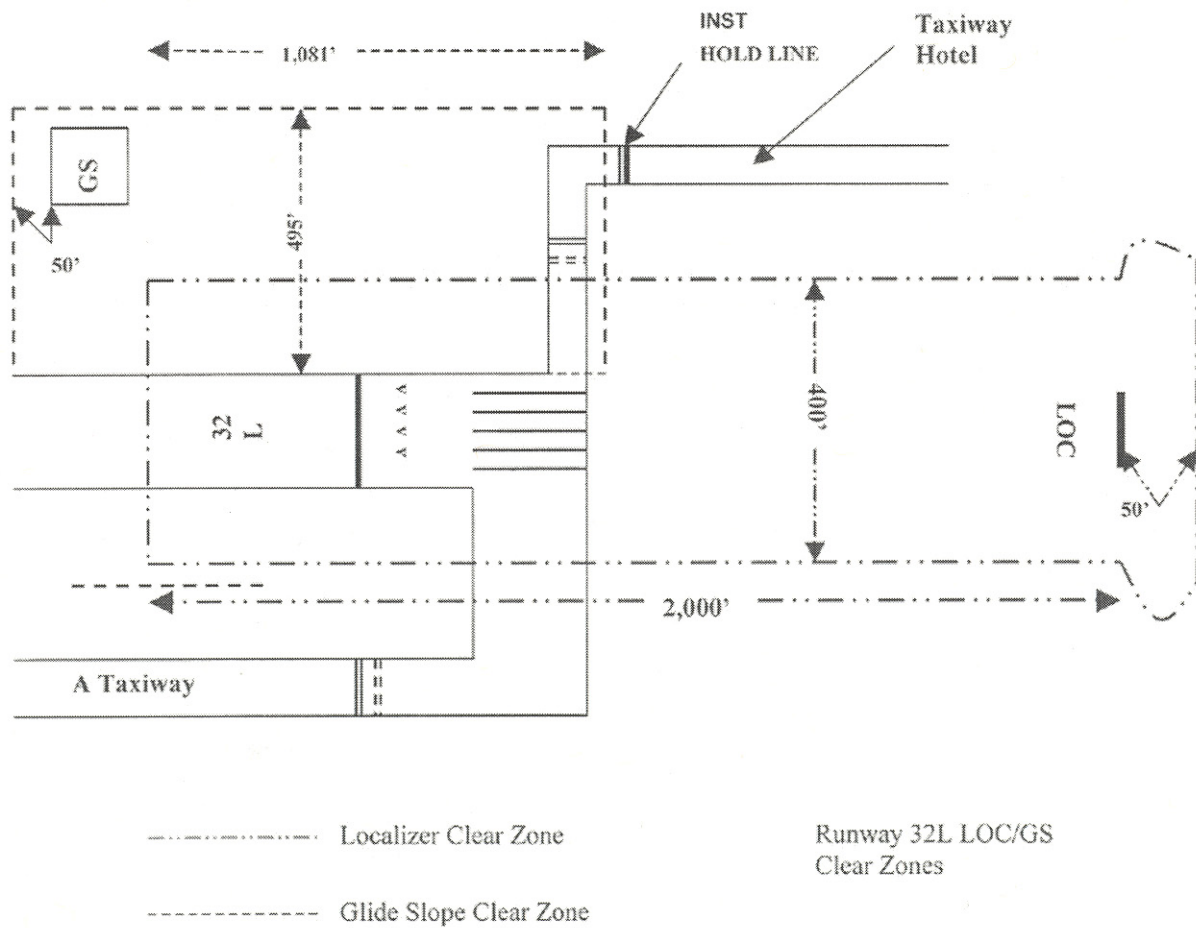
## AIRFIELD DIAGRAM AND AIRPORT OPERATING AREA



## Attachment 3

## RUNWAY 32L ILS CRITICAL AREAS

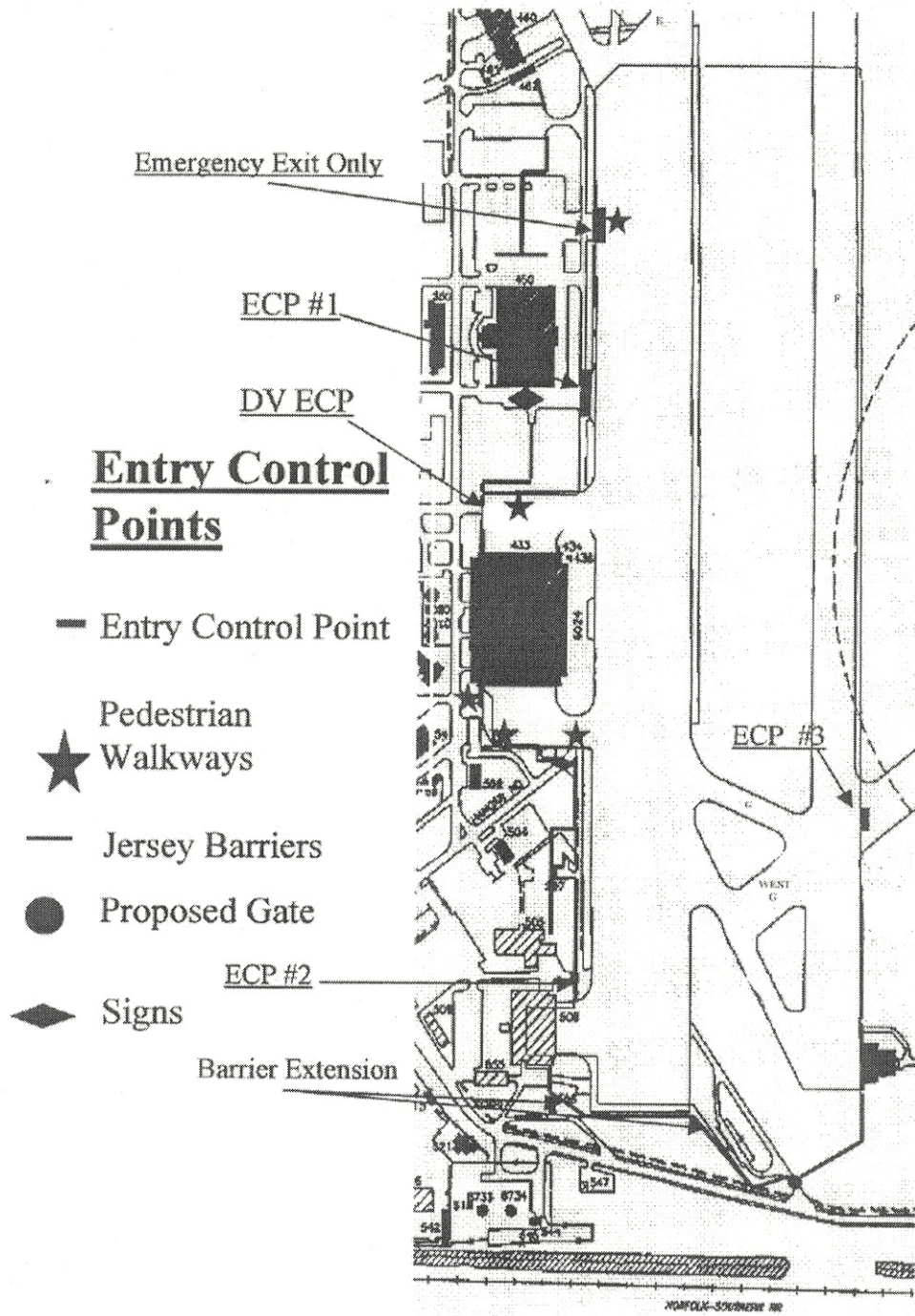
## RUNWAY 32L ILS CRITICAL AREAS



## Attachment 4

## SCOTT AFB CONTROLLED AND RESTRICTED AREAS

## SCOTT AFB CONTROLLED AND RESTRICTED AREAS

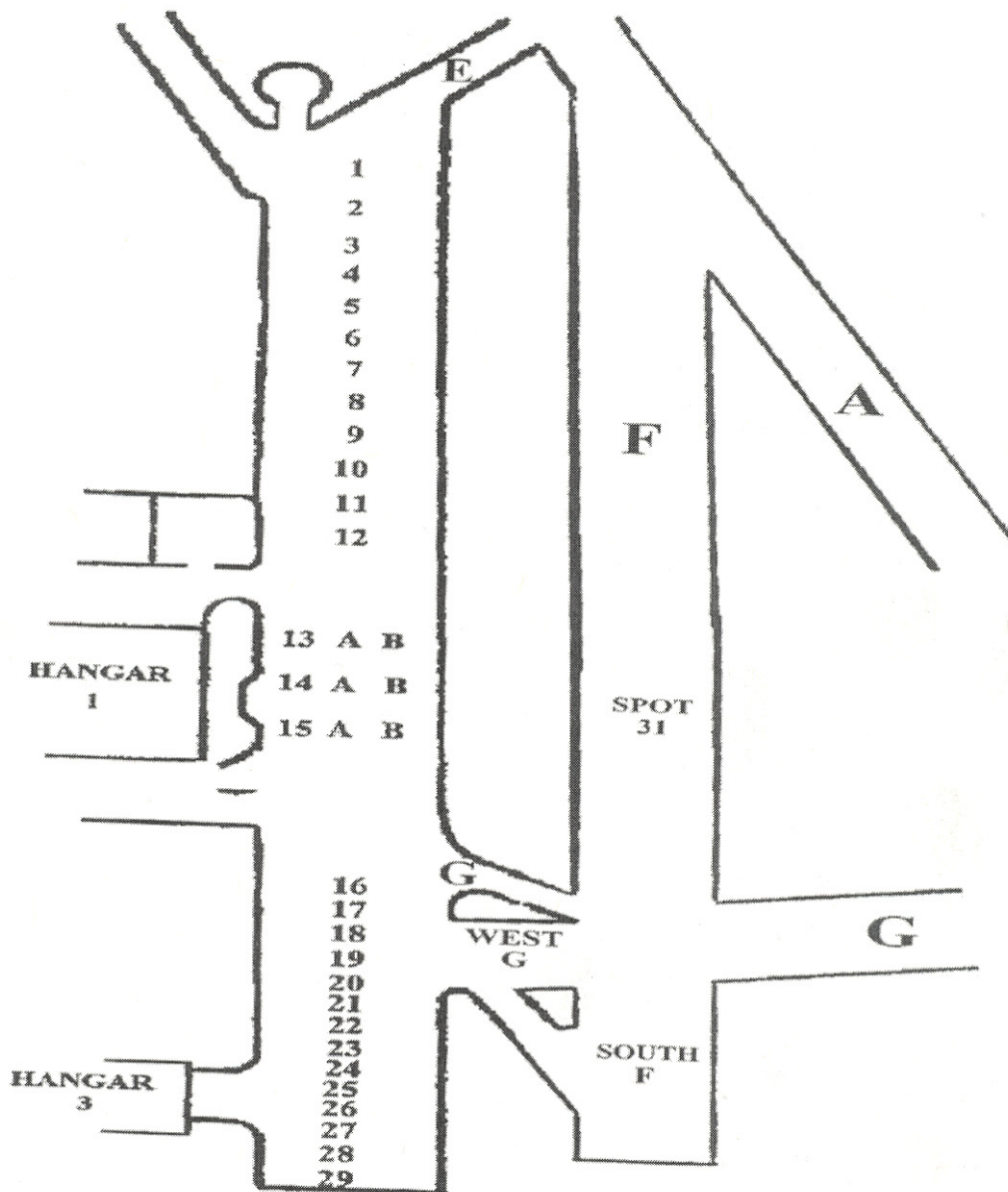




## Attachment 5

## 375 AW (WEST) RAMP PARKING LOCATIONS

## 375 AW (WEST) RAMP PARKING LOCATIONS





**Attachment 6****TDY PERSONNEL AND CONTRACTOR FLIGHTLINE DRIVING BRIEFING ITEMS**

**A6.1. AF Form 483 from their home station.** If military personnel do not have a home station AF Form 483, refer to paragraph 4.1. for procedures to obtain a flightline driving certificate. Civilian contractors do not require a certificate; however, the contractors are required to have a valid state driver's license.

**A6.2. Brief TDY/contractor personnel about the flightline areas to include:**

A6.2.1. Controlled/uncontrolled movement areas; describe the free zone when applicable.

A6.2.2. Vehicle and personnel ECPs.

A6.2.3. Foreign Object Damage check procedures.

A6.2.4. Routes to and from the designated area.

A6.2.5. Speed limits.

A6.2.6. If applicable, expected Aircraft Taxi Routes and Operations.

A6.2.7. Radio procedures.

**A6.3. Provide expected daily activities brief to CAM or a designated representative.**

**A6.4. Bring the completed form to the CAM office to receive a stamp.** The person must maintain the stamped form while driving on the flightline at Scott AFB.

Name of TDY Personnel/Civilian \_\_\_\_\_

Assigned Organization \_\_\_\_\_

Host Organization \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

(Signature)

(Date)

VCO NCO of Hosting Organization

(Signature)

(Date)

Chief of Airfield Management or Designated Representative

**Attachment 7****POV CONTROL CAP REQUEST LETTER**

MEMORANDUM FOR 375 OSS/OSAA

FROM:

SUBJECT: Request for Privately Owned Vehicle Ramp Control Cap

1. I, rank/name, unit, duty phone, request permission to operate the following vehicle(s) on the Scott AFB West Ramp. I understand this control cap is valid on the Main Aircraft Parking Ramp and is not valid for accessing taxiways, runways or the 126 ARW Ramp.

<u>MAKE/MODEL</u>	<u>YEAR</u>	<u>COLOR</u>	<u>STATE/LICENSE #</u>
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2. Justification:

3. I acknowledge that I can be held responsible for all loss, damage or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand, and will comply with the contents of Scott AFB Instruction 13-202.

NAME, RANK, USAF  
DUTY TITLE

Ind  
Approve/Disapprove.

NAME, RANK, USAF  
Unit Commander or  
Unit Flightline Driving Program Manager

## Attachment 8

## FLIGHTLINE DRIVING FORM LETTER

MEMORANDUM FOR 375 OSS/OSAA

(Date)

FROM: (Your Unit)

SUBJECT: Documentation of Flightline Driver Training and Certification

The following individual is granted flightline driving privileges:

Name/Rank:

Civilian License: Yes/No.

Unit of Assignment:

Restrictions:

Duty Phone:

The above individual has been certified on the following items:

<u>TRAINING ITEM</u>	<u>DATE</u>	<u>TRAINER</u>	<u>TRAINEE</u>
Ability to distinguish between Red/Green/Yellow/White/Blue:	_____	_____	_____
Light-Gun Signal Recognition Test:	_____	_____	_____
Flightline Driver Training (Classroom):	_____	_____	_____
Day Flightline Orientation/ Training (Practical):	_____	_____	_____
Night Flightline Orientation/ Training (Practical):	_____	_____	_____
Flightline Driver Test (Practical):	_____	_____	_____
Flightline Driver Test (Written):	_____	_____	_____
AFFSA Flightline Driving CBT Version 1.2	_____	_____	_____

This letter will be retained by the unit Flightline Driving Program Manager until the individual is reassigned.

Signature Block

Unit Commander/Unit Flightline Driving Program Manager

Signature Block

375 OSS/OSAA

**Attachment 9****TEMPORARY POV PERMIT BRIEFING ITEMS**

**A9.1.** Before a Temporary Flightline POV Permit is issued, the vehicle operator who receives the permit must be briefed on the items listed below:

A9.1.1. The ECPs that must be used for entering/departing the flightline.

A9.1.2. Checking vehicle and removing FOD at the ECP.

A9.1.3. Areas on the ramp where the POV is authorized. (**NOTE:** POVs are not permitted on taxiways or runways unless the areas are closed for construction.)

A9.1.4. Areas on the ramp or airfield where the POV is not permitted.

A9.1.5. Speed limits on the ramp and routes that are used for travel.

A9.1.6. Speed limits in the vicinity of aircraft.

A9.1.7. Traffic flow around aircraft.

A9.1.8. Parking a vehicle on the ramp (key in ignition, gear in park or low gear, parking brake set, hazard flashers on).

A9.1.9. Yielding to taxiing or towed aircraft and emergency-response vehicles.

A9.1.10. Possessing a flightline driving certificate.

**A9.2.** The POV permits (control caps) will be displayed on top of the vehicle while it is being operated on the flightline. Remove and secure the control cap when the vehicle exits the flight- line.

**A9.3.** Permits must be returned to AM on the expiration date or when no longer needed, whichever occurs first.

## Attachment 10

## SCOTT AFB UNIT FLIGHTLINE DRIVER PROGRAM QUALITY EVALUATION

<b>FLIGHTLINE DRIVING QUALITY EVALUATION</b>		<b>UNIT:</b> _____		<b>DATE:</b> _____	
		<b>NAME/RANK:</b> _____			
ITEM	SUBJECT:	YES	NO	N/A	
1	Is the unit Program Manager qualified to drive on the flightline and is there an appointment letter on file at Airfield Management?				
2	Has Airfield Management trained and certified the unit Program Manager on flightline driving requirements?				
3	Are there trained and qualified flightline driving instructors for the unit/squadron?				
4	Do the unit Program Managers or flightline instructors have the most recent flightline drivers training guidelines and tests?				
5	Are unit/squadron personnel given classroom instructions on flightline driving procedures?				
6	Does the unit Program Manager maintain a current listing and number of certified flightline drivers in the unit?				
7	Is FAA Form 5280-7, <b>Airfield Visual Aid Safety Placard</b> , available for each vehicle operated by individuals in the unit or squadron?				
8	Do the unit program Manager check each perspective licensee to ensure they have a valid state motor vehicle license?				
9	Are trainee's given day and night airfield orientation?				
10	Are trainee's given practical "hands-on" driving lessons on the airfield?				
11	Are trainees instructed on proper radio terminology when communicating with the ATCT?				
12	Is each trainee given a closed book test provided by Airfield Management?				
13	Is each trainee provided the correct answer to questions they have missed?				
14	Is a current copy of SAFBI 13-202 on file with the Unit's Flightline Driving Program?				

15	Is FOD prevention and identification part of the Unit's Flightline Driving Program?			
16	Is each trainee scanned for color vision by the hospital?			
17	Are trainees shown where each ECP for the West and 126 ARW Ramps are located?			
18	Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
19	Are trainees familiar with runway entry and exit procedures, radio "read back" requirement, and emergency recall of vehicles from the runway? (A random interview of unit vehicle operators may be conducted.)			
20	Are vehicles used on taxiways and runways equipped with roof-mounted rotating beacons?			

**Attachment 11****INTERNATIONAL PHONETIC ALPHABET****SYMBOL****DESIGNATION**

A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo
L	Lima
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	X-ray
Y	Yankee
Z	Zulu



**Attachment 12**

**FLIGHTLINE DRIVING MANAGER APPOINTMENT LETTER**

**(DATE)**

**MEMORANDUM FOR 375 OSS/OSAA**

FROM: Unit/CC

SUBJECT: Appointment of Flightline Driving Manager

1. The following individuals are appointed Flight Driving Managers for (appropriate unit):

PRIMARY:

**Name, Rank, Office Symbol, Phone**

SIGNATURE: \_\_\_\_\_

ALTERNATE: (If Appropriate)

**Name, Rank, Office Symbol, Phone**

SIGNATURE: \_\_\_\_\_

2. Superseded information and who to contact for questions.

**Name, Rank, USAF  
Commander**